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Montana Volunteer Resource Library

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August 1998

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Montana Volunteer Resource Library

The Montana Volunteer Resource Library was created in 1995 by the Governor's Office of Community Service in conjunction with the Montana State Library. This library was created to provide all Montanans access to reference materials covering all areas of volunteerism and to promote the ethic of volunteerism in Montana. The funding for this project was provided through a grant from the Corporation for National Service.

This bibliography is catagorized by subject matter. Some titles are entered more than once as they pertain to more than one category. Materials range from accounting to legal and insurance issues to youth service. These materials in audio, video, and book form are available to Montanans across the state through the Montana Interlibrary loan Program.

To access the materials in this bibliography through Interlibrary Loan, contact your local library. Let your librarian know about this program,and they will be able to assist you in receiving the titles you choose from the Montana State Library. If the book you request is being used, you will have to submit a request following its due date. If you have any questions about the Interlibrary Loan procedure, call the Reference Desk at the Montana State Library at 406-444-3004.

We would appreciate your input about the Montana Volunteer Resource Library. If you have any suggestions of new titles or other comments, please call the Montana Governor's Office of Community Service at 406-444-5547.

Many thanks to those who dedicated their time and support to this update project: Kathy Collins, Barbara Pepper Rotness, Steve Henness, and Brian Magee.

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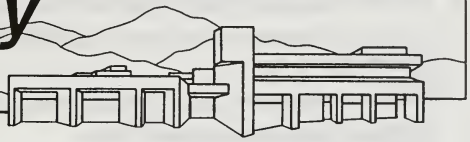


Current Listings

ACCOUNTING & FISCAL PROCEDURES

Budgeting and Financial Accountability — 361.7 OCONNEL
O'Connell, Brian c1988 15 p.
*This guide presents standards which will enable voluntary health and welfare organizations to report their income and expenditures uniformly and in terms the contributing public can understand.

Proof Positive: Developing Significant Volunteer Record Keeping Systems — 361.37 ELLIS
Ellis, Susan J. et al. c1990 60 p.
*The book leads the volunteer program manager through the steps necessary to create the system most appropriate for the agency.

Self-Help Accounting: A Guide for the Volunteer Treasurer — 657.98 DALSIME
Dalsimer, John Paul c1989 104 p.
*This book is for volunteer treasurers, typically not accountants by trade, and organizations to understand the processes of the financial management of your organization.

Standards of Accounting and Financial Reporting for Voluntary Health and Welfare Organizations — 657.832 STANDAR
National Health Council c1988 144 p.
*A tool for fiscal officers of nonprofit organizations in compliance with accepted accounting principles.

Street Smart Financial Basics for Nonprofit Managers — 658.15 MCLAUGH
McLaughlin, Thomas A. c1995 222 p.
*Provides the nuts and bolts of nonprofit financial management. Defines terms and concepts, offers practical budgeting tips and much more.

What a Difference Preparation Makes: A Guide to the Nonprofit Audit — 657.98 WHAT A
Accountants for the Public Interest c1992 84 p. (with glossary)
*An in-depth look at a nonprofit audit addressed in clear steps with sample forms for accountants' reports, balance sheets, cash receipt journals and a request for a proposal of audit services.

What a Difference Nonprofits Make: A Guide to Accounting Procedures — 658.8 WHAT A
Accountants for the Public Interest c1990 73 p.
*This guide clarifies in detail a complex and confusing business issue - accounting procedures. Contents include tax exemption for nonprofits, maintaining professional standards, financial statements, and much more.

Beyond Strategic Planning: How to Involve Nonprofit Boards in Growth and Change — 658.422 EADIE
Eadie, Douglas C. c1993 23 p.
*Presents a strategic plan to ensure all issues are developed and addressed.

Board Manual Workbook: Designed for the Course in Boardmanship at D'Youville College, Buffalo, N.Y. — 658.402 STRINGE
Stringer, G.E. et al. c1982 35 p.
*Helps the user assess board strengths and strengthen organizational structure.

1995 Board Member Manual: Nonprofit Edition — 361.706 BOARD M
Ed. Elliot, Chuck c1994 56 p.
*Designed to teach board members what they should - and shouldn't - do as they serve an organization.

Board Member's Book: Making a Difference in Voluntary Organizations. — 361.7068 OCONNEL
O'Connell, Brian c1993 198 p.
*This shows how an effective voluntary board can transform an organization's impact. Topics include roles and responsibilities of the board, volunteers and staff; recruiting, encouraging, and evaluating the executive director; making the most of meetings; and more.

☆ **Board Member's Guide: A Beneficial Bestiary** — 658.422 BRADNER
Bradner, Jeanne c1995 80 p.
*A light-hearted look at the animal characteristics displayed by human board members. Offers practical guidelines for board members roles and for making meetings more satisfying for all.

☆ **The Board Member's Guide to Fund Raising** — 658.1522 HOWE
Howe, Fisher c1991 168 p.
*This best-selling book highlights the need for board understanding and responsibility in fund-raising and examines techniques in seeking support from individuals, government agencies, and foundations; asking for a contribution; and special issues such as cause-related marketing.

Boardroom Verities: A Celebration of Trusteeship With Some Guides and Techniques to Govern By — 658.422 PANAS
Panas, Jerold c1991 238 p.
*Provides essential guidelines to having a healthy board and effective trustees.

☆ **The Board's Role in Effective Volunteer Involvement** — 658.048 ELLIS
Ellis, Susan J. c1995 30 p.
*This booklet will help your board learn more about today's volunteer world and articulate a positive vision of volunteer involvement.

☆ **The Board's Role in Public Relations and Communications** — 658.048 FITZPAT
Fitzpatrick, Joyce L. c1992 16 p.
*This booklet will help prepare your board to serve as advocates and spokespersons for the organization. Specific board members and staff responsibilities are provided. Practical tips for dealing with the media, especially during a crisis, are also featured.

Boards that Make a Difference — 658.422 CARVER 1997
Carver, John c1997 256 p.
*This book outlines a model of board design, board-staff relationships, the chief executive's role, performance monitoring, and board-management relationships. The book reviews effective policies, meeting structures, committee assignments, and leadership ideas.

Building Board Diversity — 361.7 RUTLEDG
Rutledge, Jennifer M. c1994 52 p.
*This title focuses on basic board practices that are essential to successful identification, recruitment, and orientation of board members.

Developing Dynamic Boards: A Proactive Approach to Building Nonprofit Boards of Directors — 658.422 HARDY
Hardy, James M. c1990 194 p.
*Provides a clear approach to the building of a board of directors. Includes examples, forms, charts, checklists and designs.

Finding and Retaining Your Next Chief Executive: Making the Transition Work — 658.407 GILMORE
Gilmore, Thomas N. c1993 19 p.
*This booklet provides an overview of the key stages in leadership transition - from the decision to seek leadership change to providing support for the new executive during the transition.

Finding, Developing and Rewarding Good Board Members — 361.70681 OCONNEL
O'Connell, Brian Nonprofit Management Series #2 c1988 17 p.
*This pamphlet gives a brief overview on finding, developing, and rewarding good board members.

Fulfilling the Public Trust: Ten Ways to Help Nonprofit Boards Maintain Accountability — 658.048 BELL
Bell, Peter D. c1993 20 p.
*Assists members of nonprofit boards in fulfilling their roles of public trust and accountability. Offers guidelines for reflection and action that are applicable to nonprofit boards.

Fund Raising — 361.7068 OCONNEL
O'Connell, Brian Nonprofit Management Series 7 c1988
*This pamphlet contains fund raising advice - starting with the responsibilities of the board.

Guidebook For Directors of Nonprofit Corporations — 658.422 GUIDE
Ed. Overton, George W. ABA Nonprofit Risk Management Center c1993 118 p.
*Explains board's legal responsibilities and suggests how to conduct board business in conformity with the law.

Hiring the Chief Executive: A Practical Guide to the Search and Selection Process — 658.4 ALBERT
Albert, Sheila National Center for Nonprofit Boards c1993 28 p.

How to Recruit Great Board Members: A Guide for Nonprofit Agencies. — 658.048 DODSON
Dodson, Dorian c1993 132 p.
*Information board recruiters need to identify and persuade excellent prospects to sit on their boards.

Instructor' s Guide: Companion to the Board Manual Workbook — 658.422 STRINGE
Stringer, G.E. et al. c1981 44 p.
*Provides activities and exercises to help create effective board members.

Legal Obligation of Nonprofit Boards: A Guidebook for Board Members — 658.44 LEIFER
Leifer, Jacqueline National Center for Nonprofit Boards c1992 58 p.
*This guidebook provides nonprofit board members a basic understanding of the rules and legal concepts, their relevance to nonprofit governance, and consequences of noncompliance.

☆ **The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members** — 346.064 LEIFER 1997
Leifer, Jacqueline Covey and Michael B. Glomb c1992 32 p.
*This guidebook has been updated and revised to reflect changes in the law since it was originally published in 1992. The guide provides nonprofit board members a basic understanding of the rules and legal concepts, their relevance to nonprofit governance, and consequences of noncompliance.

☆ **Public Trust in Private Hands** — 658.048 PUBLIC
National Center for Nonprofit Boards c1994 *Video - 13 minutes*
*This video is a peer-to-peer look at basic nonprofit board work.

Role of the Board and Board Members — 361.7068 OCONNEL
O'Connell, Brian Nonprofit Management Series 1 c1988 21 p.
*This pamphlet describes the role of the board and board members; more specifically, board members and legal responsibility, accountability, governance, and much more.

Six Keys to Recruiting, Orienting, and Involving Nonprofit Board Members: A Guide to Building Your Board — 658.422 NELSON
Nelson, Judith Grummon [1995] c1991 63p.
*A comprehensive handbook which offers a step-by-step approach to help organizations maintain active growing boards by attracting qualified and committed new members.

☆ **Speaking of Money: A Guide to Fund Raising for Nonprofit Board Members** — 351.706 SPEAKIN VIDEO
c1996 *Video - 30 minutes*
*Hosted by ABC News journalist Hugh Downs, this video walks viewers through a series of candid interviews in which real board members discuss the importance of effective fund raising.

10 Minutes to Better Board Meetings — 658.456 HOLMGREN
Holmgren, Norah Planned Parenthood of America c1994 28 p.

COMMUNITY ISSUES

Building Bridges: Community Development Corporations and the World of Employment Training. A Report to the Ford Foundation — 331.2592 HARRISO
Harrison, Bennett et al. Ford Foundation c1995 85 p.
*Findings and analysis describing Community Development Corporations and their ability to design programs, force gatekeepers to pay attention, and building bridges to powerful mainstream institutions.

Building Community — 307 GARDNER
Gardner, John William c1991 31 p.
*Examines the reasons for the current breakdown of community cohesiveness.

Building Resiliency: What Works!: A Community Guide to Preventing Alcohol and Other Drug Abuse Through Positive Youth Development — 326.29 BUILDIN
National Assembly c1994 93 p.
*Written for individuals working with youth at the community level.

Care and Community in Modern Society: Passing on the Tradition of Service to Future Generations. 361.2 CARE
Ed. By Schervish, Paul G., Virginia A. Hodgkinson and Margaret Gates c1995 505 p.

Community Collaboration Manual 307.14 COMMUNI
National Assembly c1991 76 p.
*Walks the reader through the process of collaborating, maintaining, and working with youth involving business and media.

Community Service as Values Education 378.1981 COMMUNI
Delve, Cecilia I. et al. c1990 130 p.
*This volume of *New Directions for Student Services* encourages increased involvement by, and provides concrete support for, student-affairs professionals, administrators, and faculty as they pursue programs of community service for their students.

Developing a Community Profile: A Handbook for Using Pre-Existing Data In Prevention Planning 362.2917 GABRIEL
Gabriel, Roy M. Northwest Regional Educational Laboratory c1993
*Designed for those building a broadly-based community alcohol and drug abuse prevention program. Provides information, guidelines and a systematic framework to help your community evaluate existing data.

Facing Racial and Cultural Conflict: Tools for Rebuilding Communities 305.8 SCHOENE
Schoene, Lester P. Jr. and Marcelle E. DuPraw c1994 87 p.
*Offers an assortment of tools and techniques to bring people together with an emphasis on collaborative problem solving.

Ignite the Community Spirit: 300 Creative Ideas for Community Involvement 361.37 GOLLIVE
Golliver, Joy J. c1991 133 p.
*Provides 300 ideas in categories such as the environment, business-sponsored, large community-wide projects in community involvement. The last chapter is a ten-step action plan for getting things done.

Spirit of Community: The Reinvention of American Society 307.14 ETZIONI
Etzioni, Amitai c1993 323 p.
*Explains why the critical institutions of our society are in crisis and shows what we can do to restore them. Makes a resounding call to action--a call to reinvent and reinvigorate our social and political institutions and restore our national sense of community.

EDUCATIONAL RESOURCES - SERVICE LEARNING

An Aristocracy of Everyone: The Politics of Education and The Future of America 370.973 BARBER
Barber, Benjamin R. c1992 307 p.
*Offers an original program for effecting change: teaching democracy through education and true community service.

Campus Partners in Learning: Resource Manual for Campus Based Youth Mentoring Programs — 371.9 CAMPUS
Campus Compact/Campus Partners in Learning The Education Commission of the States c1990
*This manual provides resources and guidelines for campus community service organizations interested in establishing mentoring programs or adding a mentoring component to existing youth-service programs.

Connections Kit — 362.29 COMMUNI KIT
US Department of Education c1993 ***(Four booklets, activity worksheets, two posters, two videos, & one sound cassette relating to children of alcoholics)***
*A compilation of materials designed to build resiliency against alcohol and other drug problems among children.

Describing Service-Learning: A Delphi Study — 370.1931 SHUMER
Shumer, Robert July 1993
*This manual presents the school-based service-learning typology based on the Delphi process to understand this phenomenon. A short discussion is included about each form highlighting the salient comments submitted by the panel of scholars.

Doing Self-Directed Study for Service-Learning — 361.37 SHUMER
Shumer, Robert and Thomas H. Barks University of Minnesota Sept. 1992
*This program is designed to introduce practitioners to the evaluation process to improve the practice of service-learning.

Fostering Resiliency in Kids: Protective Factors in The Family, School, and Community: The Workshop — 155.4182 BEARD
Beard, Bonnie August 1991 27 p. ***(the manual)***, June 1992 ***(the workbook)***
*This manual discusses the major protective factors that research has identified as contributing to the development of resiliency in youth and the implications of this for building effective prevention programs. (August 1991)
*This workbook is an extension of research from August 1991 which looks at research on resiliency and protective factors. Contains materials to offer a workshop.

☆ **Growing Hope: A Sourcebook on Integrating Youth Service into the School Curriculum** — 370.7 GROWING
Cairn, Rich Willits and James Kielsmeier c1991 247 p.
*Offers background, definitions, sample program materials and contacts to assist in developing or improving youth service programs.

New Directions for Teaching and Learning — 378.12 HUTCHIN
Periodical, Quarterly Jossey-Bass
*A quarterly periodical - topics vary from issue to issue.

A Practitioner's Guide to Reflection in Service-Learning: Student Voices & Reflections. — 371.225 EYLER
Eyler, Janet, Dwight E. Giles, Jr., and Angela Schmiede Vanderbilt University c1996

☆ **Practical Guide for Developing Agency/School Partnerships for Service-Learning** — 371.19 PRACTIC
c1995 150 p.
*This manual guides organizations from the agency perspective on providing service-learning opportunities for youth. Includes worksheets.

Redesigning Curricula: The Project for Public and Community Service — 378.1 REDESIG
Campus Compact: The Project for Public and Community Service c1994 160p.
*This book is meant to serve as a model for schools in the advanced and beginning stages of implementing service learning courses.

Rethinking Tradition: The Project for Public and Community Service 373.19
Campus Compact: The Project for Public and Community Service c1993 211 p. RETHINK
*This manual describes a process for integrating service with academic study through four main sections: "Beginning," "Strategy," "Pedagogy," and "Institutional Development."

Route to Reform: K-8 Service-Learning Curriculum Ideas 373.19
National Youth Leadership Council Sept. 1994 127 p. ROUTE
*Designed as a year-round idea book for service-learning, not as an exhaustive curriculum.

Route to Reform: Service-Learning and School Improvement 373.19
National Youth Leadership Council c1994 *Video - Twenty minutes* ROUTE VIDEO
*Accompanying video to Route to Reform: K-8 Service-Learning Curriculum Ideas

Schools and Communities: Creating Places of Learning 361.37
Shumer, Robert c1994 21 p. SHUMER
*Examines the role of service-learning in action in America's education system.

Service-Learning Reader: Reflections and Perspective on Service 373.19
Albert, Gail c1994 375 p. SERVICE
*An interdisciplinary anthology for use in classrooms or as a training resource. Topics include roots of service, global awareness, selfhood and society, interaction, reflection, and dialogue.

Service Learning - The Power of Experience 373.19
Volunteer Action Services University of Montana *Video* SERVICE

Service Matters: A Source book for Community Service in Higher Education 373.19
Cha, Stephen c1994 175 p. CAMPUS
*Includes trends and statistics on campus service programs, documents the stages involved in program development, lists service resource organizations across the country and over 500 model programs and institutional initiative.

Volunteer Youth Training and Leadership (VYTAL) 361.37
VYTAL Manual c1993 GREATER
*A school-based curriculum to help students acquire an understanding of and commitment to community service.

FUNDRAISING, GRANT WRITING, & FUND MANAGEMENT

101 Ways to Raise Resources 361.7068
Vineyard, Sue and Steve McCurley c1987 63 p. VINEYAR
*A compilation of hundreds of ideas on new ways to raise resources.

Big Gifts: How to Maximize Gifts From Individuals With or Without a Capital Campaign. 361.70681
Williams, M. Jane c1991 330 p. WILLIAM
*A step-by-step guide for interacting with major donor prospects as well as guidelines for fund raising campaigns and sample charts, campaign brochures, reports, etc...

Complete Book of Model Fund-Raising Letters 361.7
Kuniholm, Roland c1995 378 p. KUNIHOL
*A collection of over 350 sample letters and models proven successful to generate higher donations for any non-profit organization. Includes tips on asking for the right gift amount, structure your fund-raising requests, and producing cost-effective mailings and more.

Conducting a Successful Capital Campaign: Comprehensive Fundraising Guide for Non-Profit Organizations — 658.1522 DOVE
Dove, Kent E. c1988 292 p.
*Guidelines for managing a capital campaign in any nonprofit organization - includes specific fundraising techniques.

Directory of Financial Aids for Minorities 1995-1997 — R 001.44 DIRECTO
Schlachter, Gail Ann ABC-Clio Information Services c1984-
*Up-to-date and comprehensive information available in a single source about the special resources set aside for minorities.

Directory of Financial Aids for Women — R 001.44 SCHLACH
Schlachter, Gail Ann Reference Service Press c1978-
*Up-to-date and comprehensive information available in a single source about the special resources set aside for women.

Directory of Operating Grants — R 001.44 ECKSTEI 1995
Research Grant Guides 2nd Edition c1995
*Pinpoints general operating grants available to nonprofit organizations.

Directory of Social Service Grants — R 001.44 DIRECTO
Eckstein, Richard M., c1995 164 p.
* A reference directory listing social service, child welfare, family service, and related grants available to nonprofit organizations.

The Effective Grant Office: Streamlining Grants Development and Management — 001.44 FERGUSO
Ferguson, Jacqueline c1994 94 p.

Enterprise (For-Profit) Endeavors — 658.048 SOCIETY
The Society for Nonprofit Organizations Leadership Series c1993 124 p.
*More and more nonprofits are turning to for-profit endeavors to generate revenue and fulfill their services.

Environmental Grantmaking Foundations: Directory — R 001.44 ENVIRON
Environmental Data Research c1992
*Contains information on independent, community, and corporate foundations that give grants for environmental projects.

Everyday Ethics - Key Ethical Questions for Grantmakers and Grantseekers — 361.70973 LEADERS
Ed. Gray, Sandra T. c1993 20 p.
*This workbook provides a series of key questions that can serve as a centerpiece for reflecting on the ethical behavior of your organization.

Foundation Center's User-Friendly Guide: Grantseeker's Guide to Resources — 001.44 FOUNDAT
Ed. Collins, Sarah and Charlotte Dion c1994 39 p.
*Designed for novice grantseekers, it explains the jargon of the field of fundraising and leads the reader through various research guides.

Fund Raising — 361.7068 OCONNEL
O Connell, Brian Nonprofit Management Series 7 c1988
*This pamphlet contains fund raising advice - starting with the responsibilities of the board.

Fundraising: Hands-on Tactics for Nonprofit Groups 658.1522
Edles, L. Peter c1993 288 p. EDLES
*A practical step-by-step guide that approaches fundraising as a down-in-the-trenches, sales oriented business, not as a lofty social service undertaking.

Give Five. Getting Involved 307
Gardner, John William (folder with inserts) GARDNER
*Folder containing information on the Independent Sector's "give five" campaign intended to increase giving and volunteering to charitable and community causes.

Giving and Volunteering in the United States: Findings from a National Survey 361.7097
Independent Sector c1994 (Periodical, Biennial) GIVING
*Reports on findings of the fourth in a series of biennial surveys on giving and volunteering in the United States. The purpose of this study is to provide accurate trend data about the patterns of and the motivations for giving and volunteering in the United States.

Giving USA: A Compilation of Facts and Trends on American Philanthropy 001.44
Aafrc (Periodical Annual Form 1956) GIVING 1994
*Provides data on philanthropic trends including what people gave and to whom, and much more.

Going-Going-Gone: Successful Auctions for Non-Profit Institutions 658.84
Connelly, Anne et al. c1993 208 p. CONNELL
*This book will take you through all phases of the organizational process, including six creative auction theme possibilities.

Golf Tournament Management Manual 361.70681
Plessner, Gerald M. Fundraisers, Inc c1992- PLESSNE
*This manual is designed as a fund raising tool for all fund raising events, not just on setting up golf tournaments - includes sample newsletters, daily formats, sample budgets, promotional guides, and much more.

Grants Management Kit 001.44
Ferguson, Jacqueline c1993 (Loose Leaf) FERGUSO
*Forms, charts, outlines, checklists, tips, and strategies that make the grant process more organized and efficient.

Grass Roots Fundraising Book 361.7068
Flanagan, Joan c1982 344 p. FLANAGA
*This manual includes the mechanics of raising money and resource information on sources in each state in the country.

Grassroots Organizations: A Resource Book for Directors, Staff and Volunteers of Small Community-Based Nonprofit Agencies 361.7
Clifton, Robert L. and Alan M. Dahms c1993 242 p. CLIFTON
*Offers information on fundraising, organizational structures, and ethical practices.

Growing from Good to Great: Positioning Your Fund-Raising Efforts for Big Gains. 361.73
Nichols, Judith E. c1995 210 p. NICHOLS
*Provides advice on ways to bolster fund raising and discusses roles of the board and executive director and determining realistic, yet challenging goals and objectives.

How to Write Successful Fundraising Letters 361.7068
Warwick, Mal c1994 251 p. WARRICK
*A comprehensive look at writing fundraising letters. Includes examples, illustrations, and case studies on how to secure gifts.

Improving Public Policy: States and Grantmakers Working Together 336.73
Cavicchio, Carolyn, John Riggan and Lauren Cook c1992 CAVICCH

Keep the Money Coming: A Step-by-Step Strategic Guide to Annual Fundraising — 658.1522 GRAHAM
Graham, Christine c1992 127 p.
*Offers the basic skills for annual fundraising, with an emphasis on strategy and capacity-building. Includes charts, checklists, and guidelines to simplify the process.

Leadership Is: Everyday Ethics: Key Ethical Questions for Grantmakers and Grantseekers. — 361.70973 LEADERS
Ed. Gray, Sandra T. Independent Sector c1993 20 p.
*This workbook acts as a companion to Ethics and The Nation's Voluntary Philanthropic Community. It contains a series of key questions which can serve as a centerpiece for reflecting on the ethical behavior and practices of an organization.

The NSFRE Fund-Raising Dictionary — 658.15224 NSFRE
National Society of Fund Raising Executives c1996 201 p.
* Contains clean, concise definitions for nearly 1,400 key fund-raising and related not-for-profit terms, reflecting the latest trends and developments in the philanthropic sector. Includes recommended bibliography.

Reinventing Fundraising: Realizing the Potential of Women's Philanthropy — 361.70681 SHAW
Shaw, Sondra C. et al. c1995 296p.
*Reveals the reasons why women have not been taken seriously as philanthropists. Identifies model programs focusing on women's giving that have been developed and outlines new programs that organizations can tailor to their own female constituents.

Resource Raising: The Role of Non-Cash Assistance in Corporate Philanthropy — 658.153 PLINIO
Plinio, Alex J., and Joanne B. Scanlan c1985 56 p.
*Teaches how to attract corporate assets, products, services, and personnel to your organization.

☆ **Resources for Your Nonprofit Organization: A How to Do It Handbook** — 361.73 CHESS
California Community Foundation c1993 68 p.

The School Foundation Workbook: A Step-by-Step Guide to Developing New Funding Sources — 001.44 RASMUSS
Rasmussen, K.B. c1993

Successful Fundraising: A Complete Handbook for Volunteers and Professionals — 361.763 FLANAGA
Flanagan, Joan c1991 302 p.
*Covers every aspect of fundraising from opportunities available to strategies for success to building fundraising teams.

Take the Fear Out of Asking for Major Gifts — 361.74 DONOVAN
Donovan, James A. c1993 98 p.
*A step-by-step approach to the process of asking for major gifts.

Where the Money Is: A Fund Raiser's Guide to the Rich — 001.44 BERGAN
Bergan, Helen c1992 257 p.
*A guide to all facets of why prospect research information is important and how data can be utilized by fund raisers.

☆ **Winning Grants Step by Step** — R 001.44 CARLSO
Carlson, Mim c1995 115 p.
* Support Centers of America's complete workbook for planning, developing, and writing successful proposals.

Writing Grant Proposals That Win — 001.44 HALE
Hale, Phale D. Jr. c1992 147 p.
*Step-by-step, how-to book that goes through every phase of writing a grant proposal.

Academic Centers and Programs Focusing on the Study of Philanthropy, Voluntarism and Not- for -Profit Activity: A Progress Report — 361.73 CROWDER
Crowder, Nancy L. c1993 84 p.
*This publication highlights existing and newly established centers and international programs focusing on the study of philanthropy voluntarism, and not-for-profit initiative.

Building Strategic Relationships: How to Extend Your Organization's Reach Through Partnerships, Alliances, and Joint Ventures — 658.044 BERGQUI
Bergquist, William, Juli Betwee and David Meuel c1995 246 p.

Collaboration--What Makes It Work: A Review of Research Literature on Factors Influencing Successful Collaboration — 303.34 COLLABO
Mattessich, Paul W. c1992 53 p.
*A report of current collaboration findings, critical conclusions, and key factors influencing successful collaboration.

Collaboration Handbook: Creating, Sustaining and Enjoying the Journey — 658.402 WINER
Winer, Michael et al. c1994 178 p.
*Nationwide, nonprofit organizations are turning to collaboration to stretch their dollars and accomplish more than they could working alone.

Community of the Book: A Directory of Organizations and Programs — 002.0607 WILLIAM
Williams, Murvene c1993 150 p

Consultant's Kit: Establishing and Operating Your Successful Consulting Business — 658.46 LANT
Lant, Jeffrey L. c1991 206 p.
*Designed to start you on the road to consulting success by easing you into a lifestyle and a business process in a non-threatening, manageable, inspiring way.

Curing Terminal Niceness: Building Healthy Volunteer/Staff Relations — 361.068 MACKENZ
Mackenzie, Marilyn c1990 32 p.
*Offers practical tips on making partnerships happen in your agency. Includes checklists and worksheets.

CVC Connection: A Resource Directory of Corporate Volunteer Councils — R 361.7 CVC
The Points of Light Foundation c1994 24 p.
*This resource directory provides Corporate Volunteer Council contact information and outlines the core area of CVC development.

Developing a Corporate Volunteer Program: Guidelines for Success — 361.37 POINTS 1993
The Points of Light Foundation c1993 26 p.
*Designed to assist the corporate volunteer program manager in developing a corporate volunteer program which will make community service and volunteering part of the company's business operations.

Developing and Strengthening a Corporate Volunteer Council: Guidelines for Success — 361.37 POINTS
The Points of Light Foundation c1992 55 p.
*Helping corporate members to strengthen their own employee volunteer programs while helping to address community needs.

Directory of Financial Aids for Minorities 1995-1997 — R 001.44 DIRECTO
Schlachter, Gail Ann ABC-Clio Information Services c1984-
*Up-to-date and comprehensive information available in a single source about the special resources set aside for minorities.

Directory of Financial Aids for Women — R 001.44 SCHLACH
Schlachter, Gail Ann Reference Service Press c1978-
*Up-to-date and comprehensive information available in a single source about the special resources set aside for women.

Directory of Operating Grants — R 001.44 OPERAT
Research Grant Guides Second Edition c1995
*Pinpoints general operating grants available to nonprofit organizations.

Directory of Social Service Grants — R 001.44 DIRECTO
Eckstein, Richard M. c1995 164 p.
* A reference directory listing social service, child welfare, family service, and related grants available to nonprofit organizations.

Environmental Grantmaking Foundations: Directory — R 001.44 ENVIRON
Environmental Data Research c1992
*Contains information on independent, community, and corporate foundations that give grants for environmental projects.

Family Volunteering: Putting the Pieces Together — 361.37 FAMILY
c1995
*Provides organizations information and tools to create and implement a family volunteering program.

Foundation Center's User-Friendly Guide: Grantseeker's Guide to Resources — 001.44 FOUNDAT
Ed. Collins, Sarah and Charlotte Dion c1994 39 p.
*Designed for novice grantseekers, it explains the jargon of the field of fundraising and leads the reader through various research guides.

Future of the Nonprofit Sector: Challenges, Changes, and Policy Considerations — 338.74 HODGKIN
Hodgkinson, Virginia A.; Richard W. Lyman and Associates c1989 507 p.
*Addresses vital questions revealing how the complex and dramatic changes occurring today will affect the future of the nonprofit sector.

Hospital Volunteer: A Part of the Team — UN-PROCESSED
Video - Fourteen minutes
*A fourteen minute orientation video to introduce the new volunteer to the hospital environment.

Jobs and Careers With Nonprofit Organizations — 371.702 KRANNIC
Krannich, Ronald L. and Caryl Rae Krannich c1995 256 p.
*Examines major types of non-profit organizations, explains trends, myths, and much more in securing a job in this area.

Jobs and Careers with Nonprofit Organizations: Profitable Opportunities with Nonprofits — 371.702 KRANNIC
Krannich, Ronald L. and Caryl Rae Krannich c1996

Last Train North — 977.866 TAUBERT
Taulbert, Clifton c1992 205 p.
*A bittersweet story about love, community and family - and the difference they made in the life of a young man during the 1960's segregated South.

Managing Volunteer Diversity: A Rainbow of Opportunities — 361.068 MANAGIN

Ed. Vineyard, Sue and Steve McCurley c1992 108 p.
*Contains a wealth of information on the diversity of today's volunteers by leaders in the volunteer community.

Megatrends & Volunteerism — 361.7 VINEYAR

Vineyard, Sue c1993 222 p.
*Identifies trends, challenges, dangers and opportunities and offers guidance for response and action in the volunteer community.

Mergers in the Nonprofit Sector — 658.042 MERGERS

California Association of Nonprofits 1995 Annual Conference c1995 ***(Sound recording/cassettes)***
*Recorded at *The Changing Nonprofit Landscape: Discovering Paths to Prosperity,* the 1995 annual conference of the California Association of Nonprofits held Oct. 26-27 in San Francisco, CA.

New Tradition: Employee Volunteering in Japanese-Affiliated Companies — 361.37 POINTS

The Points of Light Foundation c1994 28 p.
*This report presents the results of research examining the practice of employee volunteerism adapted by Japanese companies in the United States.

Nonprofit Mergers: The Board's Responsibility to Consider the Unthinkable — 658.042 LA PIAN

La Piana, David c1994 27 p.
*For those nonprofits struggling or looking for strength, reasons to merger, how to proceed, potential problems and clarification of the board's role in mergers.

Nonprofit Sector in the Global Community: Voices from Many Nations. — 658.74 MCCARTH

McCarthy, Kathleen D. et al. c1992 520 p.
*Represents a first step toward understanding the role of nonprofit organizations in the context of an emerging global society.

People Power: Service, Advocacy, Empowerment: Selected Writings of Brian O'Connell — 361.37 OCONNEL

O'Connell, Brian c1994 241 p.
*Includes over 25 essays ranging from keen analyses of the role of voluntarism in American life, to sound advice for nonprofit management, to strengthening the nonprofit sector of the future.

Portrait of the Independent Sector: The Activities and Finances of Charitable Organizations — 316.7 PORTRAI

Independent Sector c1993 97 p.
*Provides unique information on the size of charitable organizations by type of charity; board of trustees; volunteers; and includes information on sources of revenue, expenses, and assets. Includes recommendations for changes to IRS 990 form.

Power Networking: 55 Secrets for Personal and Professional Success — 650.13 VILAS

Vilas, Donna and Sandy c1992 191 p.
*Packed with 55 proven methods for networking success, this book teaches the secrets of creating a powerful personal and professional network.

Principles of Excellence in Community Service: A Message to America's Business Leaders — 363.7057 PRINCIP

The Points of Light Foundation c1992 8 p.
*Gain commitment from your CEO and senior management to employee volunteer programs by giving them this publication written especially for them.

☆ **Streets of Hope: The Fall and Rise of An Urban Neighborhood** — 307.76 MEDOFF
Medoff, Peter and Holly Sklar c1994 337 p.
*Shows how people of all races, religions and ages can work together to achieve shared dreams for their families and their community.

Untapped Resource: Mentally Ill Volunteers — UN-PROCESSED
Weaver, John D. c1992 44 p.
*Mental health professionals are looking toward volunteerism to increase socialization and vocational opportunities for their clients.

1995 Volunteer Center Directory — 361.37 VOLUNT
Points of Light Foundation c1995 67 p.
*Contains a listing of Volunteer Centers, State Offices of Volunteerism, and much more.

Volunteerism: The Directory of Organizations, Training, Programs and Publications — R 361.8025 VOLUNTE
Ed. Kipps, Harriet Clyde c1991 1164 p.
*A guide to information on volunteer involvement in specific areas of the human services and the physical environment and to resource groups and training events.

Volunteers: A Valuable Resource Prepared for Policy Makers — PR 40.8:P 93 V88
Shanahan, Thomazine c1982 20 p.

LEADERSHIP ISSUES (i.e. Leading Meetings, Personal Goals & Successful Presentations)

Communications: A Positive Message from You — 651.45 SEITA
Seita, Trudy R. c1989 32 p.
*Putting your best face forward by getting your message across. Understand how to send, receive and monitor written and spoken words.

Constructive Conflict — 158.26 YARBROU
Yarbrough, Elaine, Ph.D. c1988 30 p.
*Describes how to make conflict work for, not against you. Uncovering real issues, making peace, good agreements, responses.

Credibility: How Leaders Gain and Lose It. Why People Demand It. — 658.409 KOUZES
Kouzes, James M. et al. c1993 332 p.
*Points out the necessity of credibility for building personal and organizational success and for fostering trust within work, family and community.

Dealing with Difficult Volunteers — 302.14 MACKENZ
Mackenzie, Marilyn c1990 23 p.
*Analyzes the types and causes of difficult volunteers and offers practical advice on both avoiding and dealing with problem volunteers. Contains a section on firing volunteers.

Delegating for Results: An Action Plan for Success — 658.4 MADDUX
Maddux, Robert B. c1990 71 p.
*Designed to help supervisors and managers recognize and apply basic delegation skills.

Group Member's Handbook: Strategies for Great Groups, Meaningful Meetings, Resounding Results — 361 MACKENZ
Mackenzie, Marilyn c1993 192 p.
*Provides pointers, observation, worksheets, forms, and examples on making meetings successful.

Lead!: How Public and Nonprofit Managers Can Bring Out the Best in Themselves and in Their Organization 658.409 LYNCH
Lynch, Richard c1993 213 p.
*Show managers how to become leaders, design positions, streamline organizational structure, retain employees, and create a positive work environment.

Leaders: The Strategies for Taking Charge 658.409 BENNIS
Bennis, Warren and Burt Nanus c1985 244 p.
*Identifies the essential qualities of leadership anyone can practice.

Leadership Skills: Developing Volunteers for Organizational Success 361.37 MORRISO
Morrison, Emily K. c1994 223 p.
*This complete handbook is designed for volunteers and their leaders. The reader will learn to achieve goals and inspire productive work by volunteers.

Leadership Skills for the New Age of Non Profits: Keeping Volunteers Happy in a Changing World 658.4 SEITA
Seita, Trudy c1990 136 p.
*Includes information on developing a team approach; preparing staff; internal advocacy, recognition, evaluation and many other topics.

Making Things Happen: How to be an Effective Volunteer 361.37 WOLFE
Wolfe, Joan c1990 226 p.
*Offers common-sense advice and hands-on directions about working with volunteers.

On Leadership 303.34 GARDNER
Gardner, John W. c1990 220 p.
*This book reaches beyond the traditional cries for leadership "charisma" to focus on the elements of motivation, shared values, social cohesion and institutional renewal.

Operating Effective Committees 361.4068 OCONNEL
O'Connell, Brian Nonprofit Management Series 3 c1988 17 p.
*Discusses how to operate effective committees and provides tips on who should head committees and what kind and how many committees are most effective in getting things done.

Principles of Excellence in Community Service: A Message to America's Business Leaders 363.7057 PRINCIP
Points of Light Foundation c1992 *Videotape*

Principles of Excellence in Community Service: A Plan to Act 363.7057 PLAN
Points of Light Foundation c1992 15 p.

✡ **Productivity Power: 250 Great Ideas for Being More Productive** 650.1 TEMME
Temme, Jim c1993 185 p.
*Practical guide which focuses on defining the future, setting real goals, change, strategic planning and more.

Secrets of Leadership 658.4 LYNCH
Lynch, Rick et al. c1991 81 p.
*Hundreds of ideas to help you develop leadership skills in yourself and others.

Speaking With Confidence: A Guide for Public Speakers 808.51
Vassallo, Wanda c1990 176 p. VASSALL
*This book helps speakers gain confidence in themselves, overcome stage fright and deliver a successful speech.

To Lead is to Serve: How to Attract Volunteers and Keep Them 361.37
McBee, Shar c1994 230 p. MCBEE
*This step-by-step guide covers the process of becoming a leader and includes practical exercises to help the reader apply the information.

Total Quality Customer Service: How to Make it Your Way of Life 658.812
Temme, Jim c1994 141 p. TEMME
*Explores setting the tone, achieving excellence, coping with difficult people, handling complaints, phone skills, and dealing with stress.

Visionary Leadership: Creating a Compelling Sense of Direction for Your Organization 658.4092
Nanus, Burt c1992 237 p. NANUS
*Visionary leadership for the public sector.

We Can't Keep Meeting Like This 367
Justis, Jane c1990 32 p. JUSTIS
*This guide examines preparation, agenda, climate, roles and types of meetings with concrete suggestions for good meeting practices.

LEGAL & INSURANCE ISSUES

Advocacy is Sometimes an Agency's Best Service: Opportunities and Limits Within Federal Law 324.4
Brandt, Sanford F. c1984 32 p. BRANDT
*This pamphlet presents an overview of two different sets of requirements established by different branches of the federal government regarding lobbying by nonprofit organizations.

Am I Covered For--?: A Guide to Insurance for Nonprofit Organizations 346.7306
Lai, Mary L., Terry S. Chapman and Elmer L. Steinbock c1992 285 p. LAI
*A comprehensive guide to insuring your nonprofit organization designed to assist you in setting up a prudent insurance plan for your nonprofit social service organization.

Avoiding Crash Course: Auto Liability, Insurance and Safety for Nonprofits 368.092
Rypkema, Pam c1995 44 p. RYPKEMA
*Explains your organizations' potential liability, describes insurance options, and provides post-accident procedures. Includes forms and checklists.

Child Abuse Prevention Primer For Your Organization 364.4
Patterson, John, Charles Tremper and Pam Rypkema c1995 87 p. PATTERS
*This presents facts about abuse and abusers and focuses on the four P's of child abuse prevention: Personnel, Program, Premises, and Participants.

Criminal History Record Checks: A Report for Nonprofit 345.05
ABA Center on Children and the Law American Bar Association The National Assembly ABACEN
c1991 64 p.
*An indispensable guide to the laws and regulations covering background checks and criminal checks on individuals working with children.

Guidebook For Directors of Nonprofit Corporations — 658.422 GUIDE
Ed. Overton, George W. (ABA Nonprofit Risk Management Center) c1993 118 p.
*Explains board's legal responsibilities and suggests how to conduct board business in conformity with the law.

How to Manage Conflicts of Interest: A Guide for Nonprofit Boards — 361.7 KURTZ
Kurtz, Donald c1995 16 p.
*This booklet explains the legal context of conflict of interest, offers many examples of potential conflicts, and suggests guidelines for avoiding them.

Kidding Around? Be Serious — 361.37 SEIDMAN

Legal Barriers To Volunteer Service: A Community Service Brief From the NonProfit Risk Management Center — 361.37026 TUFT
Tuft, Suzanne, et al. c1994 25 p.
*This deals with many aspects of the legal end of Volunteer Service such as wage and hour laws, construction, maintenance, repair, union rules, etc...

Legal Obligations of Nonprofit Boards: A Guidebook for Board Members — 658.44 LEIFER
Leifer, Jacqueline National Center for Nonprofit Boards c1992 58 p.
*This guidebook provides nonprofit board members a basic understanding of the rules and legal concepts, their relevance to nonprofit governance, and consequences of noncompliance.

Managing Legal Liability and Insurance for Corporate Volunteer Programs — 361.37068 TREMPER
Tremper, Charles c1992 30 p.
*Clarifies the liability risks of corporate volunteer programs and suggests strategies for controlling risks.

☆ **No Surprises: Controlling Risks in Volunteer Programs** — 361.37 TREMPER
Tremper, Charles and Gwynne Kostin c1993 60 p.
*This easy, readable guide offers strategies to keeping injuries, lawsuits, and other unpleasant surprises to a minimum without diverting organizations from their mission.

Planning It Safe: How to Control Liability and Risk in Volunteer Programs — 361.37026 PLANNIN
Minnesota Office on Volunteer Services c1992 112 p.
*Concrete suggestions, clear definitions, and a preventive approach to managing legal risk and liability.

☆ **Reconsidering Legal Liability and Insurance for Nonprofit Organizations** — 346.7306 TREMPER
Tremper, Charles and Robert Works c1989 213 p.
*Presents information for anyone interested in establishing appropriate legal liability, insurance, and general risk management arrangements for nonprofit organizations and volunteers.

Role of the Board and Board Members — 361.7068 OCONNEL
O'Connell, Brian Nonprofit Management Series 1 c1988 21 p.
*This pamphlet describes the role of the board and board members; more specifically, board members and legal responsibility, accountability, governance, and much more.

Staff Screening Tool Kit: Keeping the Bad Apples Out of Your Organization — 658.048 PATTERS
Patterson, John, Charles Tremper, and Pam Rypkema Nonprofit Risk Management Center c1994 115 p.
*Step-by-step guidance to screen out dangerous individuals who apply for volunteer positions.

State Liability Laws for Charitable Organizations and Volunteers — 346.7306 STATE L
Nonprofit Risk Management & Insurance Institute of the National Nonprofit Association in cooperation with the American Bar Association c1992 48 p.
*Details both the profections and the exceptions of each state law. Explains who the statutes cover and what types of claims the law bars.

MOTIVATIONAL, ETHICAL & HISTORICAL TITLES

America's Voluntary Spirit: A Book of Readings — 361.7 AMERICA
Ed. O'Connell, Brian c1983 461 p.
*This book brings together 45 selections which analyze and celebrate the sector's strengths and variety.

✡ **Beyond Banquets, Plaques and Pins: Creative Ways to Recognize Volunteers and Staff!** — 361 VINEYAR
Vineyard, Sue c1981 23 p.
*Examines traditions, trends, climate, motivation, what recognition is/isn't. Offers 300+ ways to recognize volunteers and staff.

Body and Soul — 338.4766 RODDICK
Roddick, Anita c1991 256 p.
*Autobiography, career and personal life: the ethic of social consciousness by which she has built and continues to operate *The Body Shop.*

By The People: A History of Americans as Volunteers — 302.14 ELLIS
Ellis, Susan J. and Katharine H. Noyes c1990 432 p.
*This book demonstrates how volunteers have pioneered community action and social change through three centuries of American life.

✡ **Care for the Care Giver** — 152.4 CARE
Vineyard, Sue ***Audio - Thirty-seven minutes***
*A practical, down to earth, positive and caring audio dealing with taking care of yourself - the care giver.

Ethics and the Nation's Voluntary and Philanthropic Community: Obedience to the Unenforceable: A Statement — 361.70973 ETHICS
Independent Sector c1991 188 p.
*The *Independent Sector's* response to unethical conduct which provides guidance on what voluntary and philanthropic organizations should stand for and act upon in relation to ethics and values.

Everyday Ethics - Key Ethical Questions for Grantmakers and Grantseekers — 361.70973 LEADERS
Ed. Gray, Sandra T. c1993 20 p.
*This workbook provides a series of key questions that can serve as a centerpiece for reflecting on the ethical behavior of your organization.

Family Matters — 361.8 POINTS VIDEO
The Points of Light Foundation ***Video - Eleven minutes***

Fulfilling the Public Trust: Ten Ways to Help Nonprofit Boards Maintain Accountability — 658.048 BELL
Bell, Peter D. 1993 20 p.
*Assists members of nonprofit boards in fulfilling their roles of public trust and accountability. Offers guidelines for reflection and action that are applicable to nonprofit boards.

Getting Things Done — 355.2236 AMERICO
Corporation for National Service ***AmeriCorps Orientation Video - Seven minutes***
*First orientation video for the 1994 AmeriCorps Class.

Grassroots Organizations: A Resource Book for Directors, Staff and Volunteers of Small, Community-Based Nonprofit Agencies — 361.7 CLIFTON
Clifton, Robert L. and Alan M. Dahms c1993 242 p.
*Offers information on fundraising, organizational structures, and ethical practices.

Healing Power of Doing Good: The Health and Spiritual Benefits of Helping Others — 158.3 LUKS
Luks, Allan c1992 330 p.

☆ **Helper's Journey: Working With People Facing Grief, Loss, and Life Threatening Illness** — 158.3 LARSON
Larson, Dale G. c1993 278 p.
*Offers tips for successful caregiving, increased personal growth and stress reduction and a self - diagnostic test for burnout.

Heroes After Hours: Extraordinary Acts of Employee Volunteerism — 361.3709 FORWARD
Forward, David C. c1994 263 p.
*Describes the efforts of "everyday" employees to make a difference in their community, their cities, and their world.

How to Take Care of You ... So You Can Take Care of Others — 155.9042 VINEYAR
Vineyard, Sue c1987 149 p.
*This book includes dealing with change, coping with stress and gaining balance in life.

☆ **How to Motivate Volunteers and Staff** — 361.37 HOW M
Wilson, Marlene Volunteer Management Association c1988 ***Audio - Sixty-three minutes***
A powerful primer on understanding the keys to human motivation and how to put them to work for your organization

Leadership Is: Everyday Ethics: Key Ethical Questions for Grantmakers and Grantseekers — 361.70973 LEADERS
Ed. Gray, Sandra T. Independent Sector c1993 20 p.
*This workbook acts as a companion to Ethics and The Nation's Voluntary Philanthropic Community. It contains a series of key questions which can serve as a centerpiece for reflecting on the ethical behavior and practices of an organization.

☆ **Light One Candle: Quotes for Hope and Action** — 158.1 CHAMBLI
Compiled by Chambliss, Arrington, Wayne Meisel and Maura Wolf c1991 64 p.
*Both inspirational and practical quotes that offer motivation to people to do good work in their communities.

☆ **Managing for Accountability: Preserving the Public Trust in Public and Nonprofit Organizations** — 350 KEARNS
Kearns, Kevin P. c1996 255p.
*This title shows how to take a proactive approach to accountability and offers a range of practical, proven strategic management approaches, advice on implementing strategic tools, illustrative examples, and useful checklist and diagnostic tools.

Motivating Volunteers: How the Rewards of Unpaid Work Can Meet People's Needs. — 361.37 MOTIVAT
Ed. Moore, Larry c1985 264 p.
*A comprehensive look at what prompts a volunteer to get involved and at how an agency can make that investment of time a profitable and rewarding one.

Natural Allies: Women's Associations in American History — 305.406 SCOTT
Scott, Anne Firor c1991 242 p.
*This book describes the history, progressions, and philosophies of women's organizations.

People Power: Service, Advocacy, Empowerment: Selected Writings of Brian O'Connell — 361.37 OCONNEL
O'Connell, Brian c1994 241 p.
*Includes over 25 essays ranging from keen analyses of the role of voluntarism in American life, to sound advice for nonprofit management, to strengthening the nonprofit sector of the future.

Quickening of America: Rebuilding Our Nation, Remaking Our Lives 323.042
Lappe, Frances Moore and Paul Martin DuBois c1994 338 p. LAPPE
*Offers practical advice on how the average individual can get more involved in social change.

☆ **Remaking America: How the Benevolent Traditions of Many Cultures are Transforming Our National Life.** 361
Joseph, James A. c1995 256p. JOSEPH
*This uncovers the long history and rich tradition of giving among people of color, namely Native American, African American, Asian American and Latinos.

Secrets of Motivation: How to Get and Keep Volunteers and Staff 658.314
Vineyard, Sue c1991 136 p. VINEYAR
*A "get to the point" fun book full of secrets to motivate specific folks.

Service-Learning Reader: Reflections and Perspective on Service 373.19
Albert, Gail c1994 375 p. SERVICE
*An interdisciplinary anthology for use in classrooms or as a training resource. Topics include roots of service, global awareness, selfhood and society, interaction, reflection, and dialogue.

☆ **Surviving Burnout** 152.4
Vineyard, Sue *Audio - Forty-five minutes* SURVIVE
*Sue Vineyard shares her own story of burnout: lists burnout symptoms and consequences, and tells how to diagnose and reduce burnout.

They Changed America 790.068
The Points of Light Foundation c1994 *Video - Three and one-half minutes* CHANGED
*This video features images of volunteers at work across the nation that will encourage everyone to join in the effort!

What If--: A Guide to Ethical Decision Making 174
Johnstone, Ginette and Judith V. Waymire c1992 18 p. JOHNSTO
*A practical reference manual for defining values, ethics, codes of ethics and policies.

Women and Power in the Nonprofit Sector 331.481
Odendahl, Teresa and Michael O'Neill c1994 WOMEN
*This book examines the roles of women and power in the nonprofit sector.

You Can Make a Difference!: Helping Others and Yourself Through Volunteering 361.37
Wilson, Marlene c1990 210 p. WILSON
*A "blueprint of change" with guidance on choosing volunteer activities best suited to the reader's talents and interests.

PUBLIC RELATIONS & MARKETING

Black Tie Optional: The Ultimate Guide to Planning and Producing Special Events. 361.70681
Freedman, Harry A. et al. c1991 247 p. FREEDMA
*Tips to help plan and produce a special event such as reaching and booking celebrities, publicity, organizing committees and much more. Includes checklists and worksheets.

Editing Your Newsletter: How to Produce an Effective Publication Using Traditional Tools and Computers 070.41
Beach, Mark Third Edition c1988 169 p. BEACH
*This guide describes the many skills you need to produce a newsletter that achieves all of its objectives.

Editing Your Newsletter: How to Produce an Effective Publication Using Traditional Tools and Computers (Fourth Edition) — 070.41 BEACH 1995
Beach, Mark c1995 169 p.
*Explains applications of desktop publishing, word processing and database computer programs and much more to raise the quality of your newsletter.

Flip Art: A Practical Guide to Graphically Improve Your Flipchart Presentations — 001.4226 SHELLEN
Shellenberger, Steve and Susan Waechter c1994 74 p.
*This book focuses on creating fun, interesting, colorful flipcharts for more enjoyable and effective oral and written presentations.

How to Do Leaflets, Newsletters and Newspapers — 070.5 BRIGHAM
Brigham, Nancy c1991 176 p.
*This book is filled with new ideas and ways to polish up your writing techniques.

Marketing Magic for Volunteer Programs — 361.37 VINEYAR
Vineyard, Sue c1984 151 p.
*Written in easy-to-follow steps to get what and whom you need by marketing.

New Publicity Kit — 658 SMITH
Smith, Jeanette c1995 288 p.
*A step-by-step guide which shows how to exploit the many important technological developments of today.

Nonprofit News Coverage - A Guide for Journalists — 658.45 MORRIS
Morris, Burnis Reginald c1993 53 p.
* A journalist's companion that provides an overview of the nonprofit sector, methodology for coverage, and story suggestions.

Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers and Staff — 658.456 DEVNEY
Devney, Darcy Campion c1990 129 p.
*Step-by-step instruction, checklists, schedules and much more on organizing special events.

Promoting Issues & Ideas: A Guide to Public Relations for Nonprofit Organizations — 659.288 PROMOTI
M. Booth & Associates, Inc Revised Edition c1995
*Outlines public relations strategies: includes special events, press coverage, creating informational materials and more.

Slide Shows on a Shoestring — 778.2 MACDUFF
Macduff, Nancy c1987 54 p.
*This book contains information on free sources of assistance, production techniques, development of content, and on copyright and legal release issues.

Special Events: Inside & Out — 659.111 SCHMADE
Schmader, Steven Wook c1990 105 p.
*A how-to approach to event production, marketing, and sponsorship.

Spread the Word: How to Promote Nonprofit Groups With a Network of Speakers — 659.29 SPREAD
Horvath, Terri c1995 96 p.
*This book is devoted to developing a speakers bureau for a non-profit organization.

Study of Cause-Related Marketing — 658.048 STUD
Sheridan & Zimmerman Associates c1988 60 p.
*This study acknowledges the growth of cause-related marketing (a mutually beneficial relationship between a corporation and a nonprofit organization in which the former pursues marketing and promotional objectives and the latter pursues fundraising and public relations objectives) and provides information to assist you in reaching decisions in this area.

Successful Marketing Strategies for Nonprofit Organizations — 658.8 MCLEISH
McLeish, Barry L. c1995 320 p.
*A marketing handbook which explains how sound marketing strategies can support fundraising, new services, and more.

Volunteers In Action — 302.14 O CONNEL
O'Connell, Brian and Ann Brown O'Connell c1989 346 p.
*A comprehensive look at hundreds of volunteers and volunteer efforts - provides anecdotes and illustrations for speeches and papers.

RECRUITMENT, RETENTION, & SELECTION

101 Tips for Volunteer Recruitment — 361.37 MCCURLE
McCurley, Steve c1988 69 p.
*A book of tips covering all aspects of recruiting volunteers, from planning general recruitment to recruiting seniors and youths.

How to Recruit Great Board Members: A Guide for Nonprofit Agencies. — 658.048 DODSON
Dodson, Dorian c1993 132 p.
*Information board recruiters need to identify and persuade excellent prospects to sit on their boards.

Recruiting, Encouraging, and Evaluating the Chief Staff Officer — 361.7069 OCONNEL
O'Connell, Brian Nonprofit Management Series 6 c1988 17 p.
*Provides tools on recruiting, encouraging, and evaluating the Chief Staff Officer.

Recruiting, Training and Motivating Volunteer Workers — 658.3 PELL
Pell, Arthur R. c1972 62 p.
*Shows where to find volunteers, how to recruit, interview, and select the right person and diplomatically reject those who do not fit in.

Staff Screening Tool Kit: Keeping The Bad Apples Out of Your Organization — 658.048 PATTERS
Patterson, John, Charles Tremper and Pam Rypkema Nonprofit Risk Management Center c1994 115 p.
*Step-by-step guidance to screen out dangerous individuals who apply for volunteer positions.

Volunteer Recruiting and Retention: A Marketing Approach — 361.37 MACDUFF
Macduff, Nancy L. c1993 251 p.
*A volunteer management guide to marketing, needs assessment, planning, developing job descriptions, advertising, training, motivation, supervision, and more.

Volunteer Recruitment Book — 361.37 ELLIS
Ellis, Susan J. c1994 144 p.
*This publication provides solutions as well as hints on where to find volunteers, techniques of recruitment, designing work assignments, trends, and much more.

SENIORS

Golden Opportunities: A Volunteer Guide For Americans Over 50 — 361.3708 CARROLL
Carroll, Andrew c1994 362 p.
*Contains information on volunteer opportunities and profiles individuals who have changed their lives and others' through volunteering. Includes lists of organizations to contact to volunteer.

Older Volunteers: A Guide to Research and Practice — 302.14 FISCHER
Fischer, Lucy Rose and Kay Banister Schaffer c1993 251 p.
*A guide based on research of older volunteers and volunteer programs' information on recruiting, managing, and retaining volunteers.

Senior Citizens as Volunteers 362.63
Kanuaft, E. B. c1994 24 p. KNAUFT
*An interdisciplinary anthology for use in classrooms or as a training resource. Topics include roots of service, global awareness, selfhood and society, interaction, reflection, and dialogue.

Young and Old Serving Together: Meeting Community Needs Through Intergenerational Partnerships 305.26
Generations United c1994 YOUNG
*This publication looks at programs where traditional intergenerational programs and community service programs overlap. It offers useful and practical information about start-up of intergenerational community service programs.

VOLUNTEER CENTERS

At the Heart: The New Volunteer Challenge to Community Agencies 361
Silver, Nora c1988 178 p. SILVER
*A practical step-by-step process for entering a nonprofit organization and assessing its volunteer program - designed for Volunteer Centers.

Basic Facts on Volunteer Centers: What They Do and How They Do It: A Report on the Volunteer Center Survey. 361.37
United Way of America c1988 20 p. UNITED

Ready to Respond: A Disaster Preparedness Manual for Volunteer Centers 361.506
Points of Light Foundation c1994 28 p. READY
*Offers suggestions and success stories for Volunteer Centers to create the right program for their needs. Advocates advance planning and will give you the bases to respond and the expertise to be flexible.

1995 Volunteer Center Directory 361.37
Points of Light Foundation c1995 67 p. VOLUNT
*Contains a listing of Volunteer Centers, State Offices of Volunteerism, and much more. 1995

1996 Volunteer Center Directory 361.37
Points of Light Foundation c1996 VOLUNT
*Contains a listing of Volunteer Centers, State Offices of Volunteerism, and much more. 1996

Volunteer Centers: Gearing Up for the 1990s 361.37
Ellis, Susan J. c1989 92 p. ELLIS
*A practical manual outlining the step-by-step process for starting and running a successful Volunteer Center or other volunteer clearinghouses in your community or school.

VOLUNTEER MANAGEMENT

101 Ideas for Volunteer Programs 361.37
McCurley, Steve c1986 72 p. MCCURLE
*A book of lists presenting useful and effective ways to plan and administer volunteer programs.

☆ **101 More Ideas for Volunteer Programs** 361.37
Vineyard, Sue and Steve McCurley c1995 72 p. VINEYAR
*The much -awaited fourth book in the Brainstorm Series and sequel to their best-selling 101 Ideas for Volunteer Programs. Includes 35 new categories ranging from assessing power, entrepreneuring; to youth involvement, and more.

Aiming High on a Small Budget: Executive Searches and the Non-Profit Sector 361.7
Independent Sector c1986 40 p. INDEPEN
*A series of helpful articles serving as a resource to aid both individuals and organizations involved in or planning executive searches.

Applied Strategic Planning: The Consultant's Kit. 658.4012
Nolan, Timothy M. Handbooks/Manuals NOLAN

Basic Volunteer Management: Building a Bridge from Dream to Reality. 361.37
Vineyard, Sue c1989 *Video - Seventy-five minutes* BASIC
*Provides information on planning, organizing and all aspects of administering a volunteer program.

Basic Volunteer Management: Building a Bridge from Dream to Reality. 361.37
Vineyard, Sue c1989 *(Notebook Accompanying Videocassette)* BASIC
*A notebook of handouts to accompany the video.

Beyond Strategic Planning: How to Involve Nonprofit Boards in Growth and Change 658.422
Eadie, Douglas C. c1993 23 p. EADIE
*Many nonprofit organizations have found strategic planning unproductive. This title presents a plan prepared to ensure each issue is fully developed and addressed.

Building Effective Volunteer Committees 361.37
Macduff, Nancy c1986 82 p. MACDUFF
*Presents an excellent ten step process to building committee strength and effectiveness.

Building Staff/Volunteer Relations 361.3706
Scheier, Ivan H. c1993 70 p. SCHEIER
*A creative and practical book dealing with staff/volunteer relations. Includes a step-by-step process for analyzing tasks and work preferences for both paid and unpaid staff and suggests how to avoid the pitfalls of blurry lines of responsibility.

Changing the Paradigm Kit 361.8
Points of Light Foundation c1993 *Video - Twelve minutes, Guide and Booklets* CHANGI
*Guides volunteer leadership, paid staff, clients/customers and suppliers of volunteers toward a more effective use of volunteer resources. Discusses increasing the impact of volunteer services.

☆ **Creating and Implementing Your Strategic Plan; A Work Book for Public & Nonprofit Organizations.** 658.4012
Bryson, John M. and Farnum K. Alston c1995 117 p. BRYSON
*A step by step guide to strategic planning in public and nonprofit organizations using easy to understand worksheets, clear instructions for creating a strategic plan tailored to your organization and much more.

Corps Design: A Training Resource Specifically Devoted To The Success of AmeriCorps Programs 378.3
Meier, Kelly S. and Jeffrey S. Staffird DynaTEAM Consulting c1995 59 p. WALDMAN
*Designed to be used by Coordinators, Crew Leaders, or Members of AmeriCorps Programs as a training source. Includes exercises, handouts, and is organized by levels to indicate the exercise most appropriate for your Corps.

Corporate Volunteer Programs: Benefits to Business 302.14
Wild, Cathleen The Conference Board and The Points of Light Foundation c1993 37 p. WILD
*Essential to any business developing or improving its employee volunteer program or to a nonprofit seeking volunteers from the corporate sector.

Curing Terminal Niceness: Building Healthy Volunteer/Staff Relations. 361.068
Mackenzie, Marilyn c1990 32 p. MACKENZ
*Offers practical tips on making partnerships happen in your agency. Includes checklists and worksheets.

Designing Programs for the Volunteer Sector 361.2
Macduff, Nancy c1989 24 p. MACDUFF
*This book outlines the process and provides a system for organizing planning in the volunteer community.

Drucker Foundation Self-Assessment Tool for Nonprofit Organizations 658.048
The Peter F. Drucker Foundation for Nonprofit Management c1993 34 p., 61 p. DRUCKER
*This set of easy to follow guidelines help group facilitators choose participants, promote discussion and assist any group to get the most out of organizational self-assessment.

☆ **Economics for Nonprofit Managers** 658.048
Young, Dennis R. and Richard Steinberg c1995 YOUNG
*Explains opportunity cost, analysis at the margin, market equilibrium and other economic theories effecting nonprofit organizations.

Effective Leadership in Voluntary Organizations: How to Make the Greatest Use of Citizen Service and Influence. 361
O'Connell, Brian c1981 202 p. OCONNEL
*A guide for leaders in volunteer organizations. It suggests how to get started, fund raising, the role of the organization president, evaluation, distinction of staff and volunteer roles, involvement of minorities, and the changing of new directions.

☆ **Empowered Teams: Creating Self-Directed Work Groups That Improve Quality, Productivity, and Participation** 658.402
Wellings, Richard S., William D. Byham and Jeanne MJ Wilson c1993 258 p. WELLINS
*This book is a thorough examination of how teams work, how to prepare for teams and how to build strong teams.

Essential Volunteer Management 361.37
McCurley, Steve and Rick Lynch c1989 136 p. MCCURLE
*This book is helpful to those in the process of developing or improving a volunteer program.

☆ **Evaluating Corporate Volunteer Programs** 361.37
The National Volunteer Center c1988 32 p. EVALUAT
*Forms, sample evaluations, and a volunteer program evaluation score-card are just a part of this book on program evaluation processes.

Evaluating Results 361.7068
O'Connell, Brian c1988 27 p. OCONNEL
*Number 9 of the Nonprofit Management Series provides evaluation basics which includes checklists and methods to measure your objectives.

Evaluating Volunteers, Programs and Events 361.37068
Vineyard, Susan c1988 19 p. VINEYAR
*This book helps program leaders evaluate people, events and efforts.

Five Most Important Questions You Will Ever Ask about Your Nonprofit Organization: Participant's Workbook. 658.048
Drucker, Peter F. c1993 61 p. DRUCKER
*A self-assessment workbook based on simple but powerful questions. The five questions are 1)what is our business(mission); 2)who is our customer; 3)what does the customer consider value; 4)what have been our results; and 5)what is our plan?

For Voluntary Organizations in Trouble or Don't Want to Be — 658.048 OCONNEL
O'Connell, Brian April 1993 13 p.
*This pamphlet is written to assist organizations which are in trouble, or don't want to be, and to try to give a boost to all those which aspire to be the best. Mentions other resource materials available for additional guidance.

☆ **Generic Volunteer Orientation Manual: Your Guide to Developing an Orientations Manual for Volunteers** — 361.37 GENERI
Volunteer Support Project c1995

Grassroots Organizations: A Resource Book for Directors, Staff and Volunteers of Small, Community-Based Nonprofit Agencies — 361.7 CLIFTON
Clifton, Robert L. and Alan M. Dahms c1993 242 p.
*Offers information on fundraising, organizational structures, and ethical practices.

☆ **(Help!) I-Don't-Have-Enough-Time Guide to Volunteer Management** — 302.14 CAMPBEL
Campbell, Katherine Noyes and Susan Ellis c1995 120 p.
*Provides a step-by-step framework for creating a team approach to volunteer management. Contains forms and procedures to simplify work as well as an appendix of electronic volunteer resources.

☆ **Highwire Management: Risk-Taking Tactics for Leaders, Innovators, and Trailblazers** — 658.4 CALVERT
Calvert, Gene c1993 225 p.
*Shows managers how to embrace the opportunities risk taking provides by changing their perceptions of risk and its consequences. Includes real world examples.

How to Assess Your Non Profit Organization with Peter Drucker's Five Most Important Questions: User Guide for Boards, Staff, Volunteers and Facilitators. — 658.048 DRUCKER
Rossum, Constance and Peter Drucker The Peter F. Drucker Foundation for Nonprofit Management c1993 34 p.
*However you use Peter Drucker's process: constructive dissent allows the group to deal with differences that keep them from acting together for the benefit of the organization.

☆ **How to Deal with The Bureaucracy...and Win Every Time!** — 353.01 WARREN
Warren, Chris Robbin c1995 132 p.
*A concise, practical guide on everything that non-profits, community groups and advocates need to know about dealing effectively with the bureaucracy at any level

☆ **The Jossey-Bass Handbook of Nonprofit Leadership & Management.** — 658.048 JOSSEY
Herman, Robert D. & Associates c1994 653p.
*An insightful perspective o how nonprofit organizations have shaped and how their leadership and management will continue to be effected by historical roots, laws and regulations, political and economic forces, and the increasing internationalization of the world.

Laying the Foundation with Mission and Vision: Creating a Strategic Volunteer Program — 361.37 LAYING
Lynch, Richard and Steve McCurley c1995 28 p.
*Contains worksheets and other concrete tools to help in the strategic planning process as your organization moves from vision to action.

Lead!: How Public and Nonprofit Managers Can Bring Out the Best in Themselves and in Their Organization — 658.409 LYNCH
Lynch, Richard c1993 213 p.
*Show managers how to become leaders, design position descriptions, streamline organizational structure, retain employees, and create a positive work environment.

Leadership and Management of Volunteer Programs: A Guide for Volunteer Administrators 361.3706
Fisher, James C. et al. c1993 208 p. FISHER
*Each chapter provides practical guidance regarding a specific area of volunteer administration. A tool for new volunteer administrators or those reviewing their own professional development.

Leadership Is: A Vision of Evaluation 658.048
Gray, Sandra T. Independent Sector c1993 52 p. LEADERS
*A holistic approach based on what the Independent Sector has learned on evaluation.

Leadership Skills for the New Age of Non Profits: Keeping Volunteers Happy in a Changing World 658.4
Seita, Trudy c1990 136 p. SEITA
*Includes information on developing a team approach; preparing staff; internal advocacy, recognition, evaluation and many other topics.

Managing Change: A Guide To Producing Innovation From Within 9676.52979
Ed. Hale, Sandra J. and Mary M. Williams c1989 181 p. HALE

Managing Disagreement Constructively 658.4
Kindler, Herbert S. c1988 87 p. KINDLER
*This tested program teaches readers how to reduce stress and tension, how to manage disagreements before they escalate into conflict.

Managing Nonprofit Organizations in the 21st Century 658.048
Gelatt, James P. c1992 238 p. GELATT
*Developed around five principles of nonprofit management: mission, leadership, management, professionalism, and financial stability.

Mission-Based Management: Leading Your Not-For-Profit into the 21st Century. 658.048
Brinckerhoff, Peter C. c1994 258 p. BRINCKE
*A guide designed for leaders of nonprofits - learn the characteristics to success, basic tenets to managing staff, policy controls, the big mistakes not to make, and more.

New Directions for Program Evaluation 613.62
A Publication of the American Evaluation Association c1989 119 p. BRAVERM
*Provides perspectives to help program evaluations fulfill their crucial functions of clarifying debate, setting standards, and developing mechanisms for learning about these programs.

Not-For-Profit CEO: A Survivor's Manual. 658.048
Wright, George B. c1992 138 p. WRIGHT
*Presents key elements for success: building, recruiting, budget management and successful relations with other community organizations, planning for the future.

Organizing Outdoor Volunteers 337.7206
Moore, Roger L. et al. c1992 111 p. MOORE
*The Appalachian Mountains Club program for environmental groups interested in developing local efforts to build trails, greenways, and protect land and water created this guide for other similar organizations to use.

☆ **Polishing the Potential of Volunteer and Paid Staff Teams** 361.3709
Wilson, Marlene ***Audio - One hour, thirty-five minutes*** WILSON
*Team building, changing paradigms, reason staff resist volunteers, and much more is discussed on this tape.

Principles of Excellence in Community Service: A Message to America's Business Leaders 363.7057
The Points of Light Foundation c1992 8p. PRINCIP
*Gain commitment from your CEO and senior management to employee volunteer programs by giving them this publication written especially for them.

Principles of Good Practice for the Field of Volunteerism — 361.37 JACOBSO
Jacobson, Ann c1993 36 p.
*A useful set of guidelines for all volunteer programs. This book details general principles for volunteerism with criteria to help the reader apply them in good practice.

Quality Customer Service — 658.812 MARTIN
Martin, William B. Third Edition c1993 89 p.
*A workbook designed to improve, learn, and practice the secrets of quality customer service in any organization.

Resource Kit For Managers of Volunteers — 316.37 STALLIN
Stallings, Betty Building Better Skills c1992 30 p.
*This kit is designed for anyone who manages and trains volunteers. It is built around the four R's of volunteer management: Ready, Retain, Recruit, and Resources.

Roles and Relationships of the Chief Volunteer and Chief Staff Officers, Board, and Staff: Who Does What? — 361.7068 OCONNEL
O'Connell, Brian Nonprofit Management Series 5 c1988 31 p.
*Delineates and defines roles of involved parties of a volunteer organization.

Self-Study Guide for Volunteer Programs — 361.37 JACOBSO
Jacobson, Ann c1990 65 Leaves
*A self-evaluation guide for those in the business of administering volunteer programs. Includes forms and work sheets.

Stop Managing Volunteers: New Competencies for Volunteer Administrators — 361.37 NEW COM

Strategic Management and United Way: A Guideline Series — 361.7068 STRATEG
United Way of America Strategic Planning Division c1985-c1986

☆ **Strategic Planning for Public & Nonprofit Organizations: A Guide to Strengthening & Sustaining Organizational Achievement.** — 658.4021 BRYSON
Bryson, John M. c1995 325p.
*Learn how to use strategic planning to strengthen your organization. This updated edition includes new examples of successful and unsuccessful strategic planning processes, along with entirely new chapters that address how to implement strategies, how to reassess strategies and more.

TAXI: Taking Anybody Into Expanded Involvement — 361.37 TAXI
National 4-H Council c1994 ***(Kit with nine booklets)***
*A series of six guides for developing volunteer management systems based on the following stages: planning, assessing, expanding, involving volunteers, managing volunteers, and recognizing excellence.

☆ **Team Works: 50 Innovative Ideas to Enhance Involvement** — 658.402 MEIER
DynaTEAM Consulting c1995

☆ **The 21st Century Nonprofit: Remaking the Organization in the Post-Government Era.** — 658.048 FIRSTEN
Firstenberg, Paul B. c1996 247 p.
*Provides a road map for organizations seeking to enhance their performance-both in program design and in achieving financial health.

Total Quality Customer Service: How to Make it Your Way of Life — 658.812 TEMME
Temme, Jim c1994 141 p.
*Explores setting the tone, achieving excellence, coping with difficult people, handling complaints, phone skills, and dealing with stress.

21st Century Nonprofits — 658.048 FIRSTEN
Firstenberg, Paul B New York Foundation Center c1996
* Nonprofit organizations, organizational change, and strategic planning and organizational effectiveness and management.

Volunteer Administration: Portrait of a Profession — 361.37 VOLUNTE
Association for Volunteer Administration c1992 23 p.
*This publication provides an introduction to the profession of volunteer administration -- for policy makers, funders, educators, the media, and the leaders of volunteers themselves.

Volunteer Development Toolbox — 361.37 MACKENZ
Mackenzie, Marilyn et al. c1993 89 p.
*Designed for teaching people about volunteer management: full of ready-to-use suggestions for building a strong and effective volunteer force.

Volunteer Handbook: How to Organize and Manage a Successful Organization — 361.37 BATTLE
Battle, Richard V. c1988 195 p.
*Topics discussed include planning, training, recruiting and retaining members, building a successful team and obtaining publicity.

✡ **Volunteer Management Made Easy Series** — 352.78 EVERY, HOW, KEEPING, VOLUNTE
Bottorf, Jim, Judy Bottorf and Maggie King c1994 ***(four booklets)***
*Includes four booklets which offer practical information for volunteer managers to create and maintain effective volunteer programs.

Volunteer Management: Mobilizing All the Resources in the Community — 361.37 VOLUNT

Volunteer Management Policies — 361.37068 MCCURLE
McCurley, Steve c1990 12 p.
*Contains wording for policies and procedures - firing volunteers, confidentiality, evaluation and others.

What a Difference Understanding Makes: Guides to Nonprofit Management — 657.98 WHAT A
Accountants for the Public Interest c1994 ***(A set of 5 booklets)***
*[1]Tracking Special Monies - [2]Filing Nonprofit Tax Forms - [3]Making Public Disclosures - [4]Selecting Computer Software - [5]Classifying © 501 Nonprofit

YOUTH SERVICE

✡ **America's Teenagers as Volunteers** — 361.37 KNAUGHT
Knaugt, E.B. c1993 16 p.
*Examines the volunteering patterns of teenagers and includes the most successful programs.

Building Resiliency: What Works!: A Community Guide to Preventing Alcohol and Other Drug Abuse Through Positive Youth Development. — 326.29 BUILDIN
National Assembly c1994 93 p.
*Written for individuals working with youth at the community level.

Child Abuse Prevention Primer For Your Organization — 364.4 PATTERS
Patterson, John, Charles Tremper and Pam Rypkema c1995 87 p.
*This presents facts about abuse and abusers and focuses on the four P's of child abuse prevention: Personnel, Program, Premises, and Participants.

Children as Volunteers: Preparing for Community Service — 361.37 ELLIS
Ellis, Susan J., Anne Weisbord and Katharine H. Noyes c1991 67 p.
*This book focuses on how to adapt volunteer management principles to work effectively with children as volunteers.

Connections Kit — 362.29 COMMUNI KIT
US Department of Education c1993 ***Four booklets, activity worksheets, two posters, two videos , & one sound cassette relating to children of alcoholics***
*A compilation of materials designed to build resiliency against alcohol and other drug problems among children.

Fostering Resiliency in Kids: Protective Factors in The Family, School, and Community: The Workshop — 155.4182 BENARD
Benard, Bonnie August 1991 27 p. ***(the manual)***, June 1992 ***(the workbook)***
*This manual discusses the major protective factors that research has identified as contributing to the development of resiliency in youth and the implications of this for building effective prevention programs. (August 1991)
*This workshop is an extension of research from August 1991 which looks at research on resiliency and protective factors. Contains materials to offer the workshop.

☆ **Get Ready for Anything!** — 361.973 GET
c1992 14 p.
*Provides a set of principles to help guide the development of a youth service coalition in your community and gives examples of youth achievements.

☆ **Group Homes for Children: Types and Characteristics** — H 75
Terpstra, Jake c1979 16 p.

☆ **Growing Hope: A Sourcebook on Integrating Youth Service into the School Curriculum** — 370.7 GROWING
Cairn, Rich Willits and James Kielsmeier c1991 247 p.

Happiness is Caring and Sharing: Leader's Guide — 361.37 HAPPINE
United Way of America c1990 32 p.
*This guide is written to help children learn about neighborhood, community and world needs and how they can make a difference through hands-on involvement in a group volunteer project.

Kidding Around? Be Serious — 361.37 SEIDMAN

National Youth Service: Answer the Call - A Resource Guide — 331.34 NATIONA
Youth Service America c1994 201 p.
*This resource guide provides a list of national resources and programs, as well as examples, to create or improve youth service programs across the country.

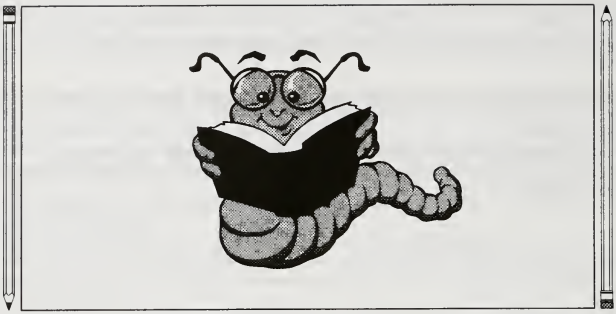
☆ **No Kidding Around! America's Young Activists are Changing Our World and You Can Too** — 320.973 LESKO
Lesko, Wendy Schaetzel c1992 263 p.
*Guide addresses aspects of launching a service campaign, gathering information and building a team and coming together.

Power and Potential of Youth in Service to Communities — 361.3708 POWER
Minnesota Office on Volunteer Services c1993 96 p.
*How to involve youth in meaningful service to their community through organizations.

Power and Potential of Youth in Service to Communities - Material for Trainers — 361.3708 POWER TRNG
Minnesota Office on Volunteer Services c1993 157 p.
*Designed for trainers who want to augment their own presentations and training activities.

Volunteer Youth Training and Leadership (VYTAL) 361.37
VYTAL Manual c1993 GREATER
*A school-based curriculum to help students acquire an understanding of and commitment to community service.

Young and Old Serving Together: Meeting Community Needs Through Intergenerational Partnerships 305.26
Generations United c1994 YOUNG
*This publication looks at programs where traditional intergenerational programs and community service programs overlap. It offers useful and practical information about start-up of intergenerational community service programs.



School Personnel Resources

Service Learning in the Northwest Region
Fager, Jennifer July 1996 34 p.
*This paper is one in a series of "hot topic" reports produced by the Northwest Regional Education Laboratory. One objective of the series is to foster a sense of community and connection among educators.

Action Planning
Washington Youth Voice c1996 6 p.
*This tip sheet is brought to you courtesy of the Washington Youth Voice Project, an initiative of Project Service Leadership, and the Seattle Youth Involvement Network with support from the Youth Volunteer Corps of King County.

Community Service Learning Opportunities Practitioner Series
Silcox, Harry C., Retreat Coordinator c1996
*This series of booklets were created by a group of educators who participated in the Washington D.C. Service-Learning Practitioners' Retreat which was held in December 1995.

Journey for the Planet: A kid's five week adventure to create an Earth-friendly life
Gershon, David and Steven Conolly c1994 73 p.
*Students will learn how to take action to use our Earth's precious and limited resources with greater care.

Service Learning in the Middle School Curriculum: A Resource Book
Schukar, Ron, Jacquelyn Johnson and Laurel Singleton c1996 158 p.
*The information contained seeks to integrate science, social studies, and service at the middle school level.

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